A&A Basics

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Definitions

Before walking through account activities, let's go over some definitions:

- **Application**: A website that provides some type of information or service. For example, you might access one **application** to see your pay stub, and another to view email over the Web. If those two applications use Enterprise A&A, you'll be able to log into both using the same Account ID and password.
- **Authentication**: The process of proving who you are. If you are authenticated to an application, it means that the application believes you are who you say you are. Note that this doesn't mean you'll be *allowed* to do what you want - that requires authorization, below.
- **Authorization**: The process of allowing access to an application's various functions. You may be authorized to submit budget information, or only to view it. You must be authenticated (see above) before you can be authorized.
- **Identity Baseline**: A set of questions and answers that you enter the first time you use your account. These questions and answers are secrets that you can use to reset your password if you ever forget. You can update the questions and answers anytime you log on.
- **Account ID**: The unique identifier assigned to your account. For State employees that use @iowa.gov email accounts, this will usually also be your account ID. For everyone else, this will most likely be an "@IowaID" account such as "firstname.lastname@iowaID".
- **User Type**: For some applications, different user types may be established for business reasons. For example, an application may separate users into customers and internal staff. In general, an application that requires a User Type selection will provide an explanation of the types and guidelines for selection. You will usually be one User Type or another for as long as you use that application.
- **Password**: This is the secret part of your account. Your Account ID and matching password are required to use your account.
Remember: Anyone who learns your password can impersonate you. Enterprise A&A cannot tell the difference between you and someone who knows your password. Keep it a secret!

Account ID Rules

Here are some helpful rules about your Account ID:

- You should enter the entire Account ID (including the "@IowaID" suffix) when logging in.
- The Account ID is not case-sensitive: "MYNAME@IOWAID" is the same as "myname@iowaid".
- Spaces and most special characters are not allowed. Any invalid characters and spaces will be stripped from the Account ID during registration.
- Special characters allowed are: _(underscore), -(hyphen), +(plus), and .(period).

Password Rules

In general, your password should be:

- Between 8 and 12 letters (a-z, A-Z), numbers (0-9) or symbols (!, @, #, $) long.
- Something that others cannot easily guess (e.g., pieces of your name)
- Something that you can easily remember
- Independent of any year, season, month (e.g., current date, season, your birthday, etc.)
- Independent of a specific website or purpose

User Guide Links

Follow these links to learn more about the A&A service:

- Enterprise A&A User Guide
- **A&A Basics**
- Logging In
- Creating an Account
- Administration of an A&A-enabled website